

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Senior Planner	<b>Job Family:</b> 2
<b>General Classification:</b> Management	<b>Job Grade:</b> 32

**Definition:** To assist in the planning and coordination of planning activities; participate in complex and difficult planning services related to advance, current planning, economic development or redevelopment activities and to oversee and manage contract services in these areas.

**Distinguishing Characteristics:** This is an advanced journey level class in the professional planning class series. Positions in this class perform the most complex professional planning work and may supervise the work of lower level professional and technical planning staff. Appointment to this level requires considerable knowledge in any of the following assigned areas: development process, housing programs and legislation, applicable Federal and State grant programs, redevelopment and/or advance planning. Receives general direction from a Principal Planner or higher level manager. May exercise indirect supervision over other professional, technical and clerical staff.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Perform highly complex professional level work in the fields of current and/or advance planning, zoning administration, design review, housing and economic development activities.
2. Prepare complex reports on a wide range of planning issues; make presentations to the City Council, Environmental Planning Commission, developers, community groups and outside agencies.
3. Participate in the review of complex development proposals for conformance to City standards; resolve disputes between the City and developers/property owners.
4. Participate in the development and implementation of the City's planning policies.
5. Perform other duties as assigned.

**Minimum Qualifications:**

Knowledge of: Practical planning methodology, urban development and operations, urban design, zoning principles, transportation planning, Federal housing programs and basic land economics; current land use and urban design implementation; principles and techniques of project management and

**Position Title: Senior Planner**

Page 2

supervision; principles and practices of personnel administration; techniques of management and administration; development process, economics, practices and procedures; California development law, City planning and zoning codes, CDBG program requirements and other applicable Federal, State and local legislation and/or regulations; techniques of negotiation.

Ability to: Assume responsibility for planning activities on multiple, diverse and complex projects; supervise, evaluate and train staff; demonstrate community relations skills; speak publicly and explain/interpret City practices and objectives to diverse public and private agencies, organizations and individuals as required; prepare reports, proposals and written materials of an analytical, technical and evaluative nature; administer contracts; establish and maintain effective work relationships with those contacted in the course of work.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Four years of progressively responsible experience in urban planning/design or economic development/redevelopment; a bachelor's degree from an accredited college or university in urban or regional planning, architecture or a closely related field; master's degree preferred.

**Required Licenses or Certificates:** Possession of, or ability to obtain, a valid California driver's license.

Established February 1980

Revised May 2007

CLASS SPECS

CS144-M^